

Job Description

JOB TITLE: Curriculum Administrator

RESPONSIBLE TO: Depute Head of Curriculum

JOB PURPOSE: To provide effective administrative support to the Curriculum Areas, Head of Curriculum (HoC), Depute Head of Curriculum (DHoC), Curriculum and Quality Managers (CQMs), Curriculum and Quality Leads (CQLs) and the wider curriculum teams.

DUTIES AND RESPONSIBILITIES

SPECIFIC

- 1 To provide effective administrative support to the Curriculum Areas, Head of Curriculum (HoC), Depute Head of Curriculum (DHoC), Curriculum and Quality Managers (CQMs), Curriculum and Quality Leads (CQLs) and the wider curriculum teams.
- 2 To work effectively with the other Curriculum Administrators to provide a high quality, team approach to curriculum administrative support.
- 3 To work with the Quality Compliance and Assurance Officer, MIS and Student Services to provide a seamless process of collaborative operational administrative service activity.
- 4 To provide a high-quality office support service, utilising all aspects of digital literacy including, the Microsoft Office suite, PowerBI reports and maintaining up-to-date, accurate records and providing reports as requested.
- 5 To undertake administrative tasks, take action minutes, type reports, generate and collate information, and deal with correspondence under the guidance of the promoted staff within the Curriculum teams.
- 6 To assist with the student application processes for the curriculum areas as required.
- 7 To support any arrangements for student enrolment and induction and to help contribute to the organisation and attend Curriculum or departmental events, as required.
- 8 To undertake specific work on timetabling, timesheet data entry, College Leaver Destinations (CLD), learner satisfaction and survey work, learner absence work, digitisation of teaching materials to support the curriculum, MS Teams Folders and

channels set up, graduation, administration related to Internal and External verification, PVG processing and student work placement administration.

- 9 To contact relevant external agencies, including supporting the monitoring and organisation of student placements or commercial full cost recovery (FCR) activity, as required.
- 10 To undertake any financial processes, including raise purchase requisitions, as required.
- 11 To ensure that Curriculum Areas' documents are stored electronically in an organised and efficient manner available for audit and/or Review purposes.
- 12 To promote and sustain professional working relationships with all internal and external staff, students and key stakeholders.
- 13 To act as the Curriculum Area first point of contact, to record and respond to internal/external telephone and general enquiries as required, forwarding noted enquiries as appropriate.
- 14 To undertake any relevant CPD to support the role.
- 15 To provide cover for other college areas on campus as required.

GENERIC

- 16 To participate in Professional Development Planning.
- 17 To work collaboratively with staff across the College.
- 18 To contribute effectively to the development planning process.
- 19 To adhere to all health and safety requirements and college policies.
- 20 To carry out any other duties that may be reasonably requested by the line manager.

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The postholder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.

December 2024